



JOB OPPORTUNITY BULLETIN

**CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
(PERMANENT/FULL-TIME)**

POSITION LOCATION: OFFICE OF SYSTEMS INTEGRATION (OSI)
Child Welfare Services/Case Management System Project
3775 North Freeway Blvd
Sacramento, CA 95834

[FREE PARKING](#)

FINAL FILE DATE: Until Filled

SALARY: \$4,111 - \$4,997

Duties/Responsibilities:

Under the general direction of the Staff Services Manager I in the Administration Unit of the Child Welfare Services/Case Management System (CWS/CMS), the Associate Governmental Program Analyst (AGPA) is responsible for fiscal activities related to budget development and maintenance, fiscal monitoring, analysis, reporting, and planning for CWS/CMS. The incumbent develops, processes, and tracks contracts/invoices, and identifies allocation methodologies to develop county allocations, and other activities related to expenditure tracking, budget planning, cost allocation, and fiscal projections. This includes responsibility for the creation and development of project-approval documents such as Special Project Reports (SPR), Feasibility Study Report (FSR), Budget Change Proposals (BCP), and federal Advance Planning Document Updates (APDUs). Research and analyze data on complex issues. Develop issue papers and make recommendations on funding and operational issues.

Desirable Qualifications:

- Knowledge of expenditure tracking, budget planning, cost allocation, and fiscal projections.
- Familiarity with spreadsheets and data bases.
- Knowledge of the Child Welfare Services Case Management System.
- Familiarity with Budget Change Proposals (BCPs), Advance Planning Documents (APDs), and various budget planning documents.
- Familiarity with the role of the Department of Finance (DOF), Department of General Services (DGS), and the federal government.
- Demonstrated dependability and good attendance.
- Ability to organize and prioritize work to complete assignments within strict timelines.



Who May Apply:

Current State employees who are at the AGPA level or have transfer eligibility to that level. (If applicable, please indicate your eligibility in box 12 of your application.)

Persons who have AGPA certification list eligibility. (If applicable, please indicate your eligibility in box 12 of your application.)

SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate in box 12 of your application that you are a surplus candidate and attach a copy of your surplus letter.)

Inquiries regarding this position may be directed to Julie Murata at (916) 263-1135.

Application must include RPA #06-063 on the front page of your State application. Candidate may be selected by competitive interview or resume review.

Submit a State of California Std. 678 Application to:

Office of Systems Integration
Child Welfare Services/Case Management System Project
3775 North Freeway Blvd. Ref: RPA 06-063
Sacramento, CA 95834
ATTN: Chris Lochowski